

CITY ARTS PROJECTS

D.C. Commission on the Arts & Humanities



APPLICATION GUIDELINES FOR INDIVIDUALS AND ORGANIZATIONS FY 2007

Deadline

Wednesday, May 31, 2006 at 7:00 p.m.

All applications must be received at the Commission office by this time.

City Arts Projects Workshops

Assistance in preparing applications is available through workshops for individuals and organization representatives to be held on:

- **Wednesday, April 26, 2006**
D.C. Commission on the Arts and Humanities, 6:00 – 7:30 pm
410 8th Street, NW, Fifth Floor, Washington, D.C.
- **Tuesday, May 16, 2006**
D.C. Commission on the Arts and Humanities, 12:00 – 1:30PM
410 8th Street, NW, Fifth Floor, Washington, D.C.

The Commission strongly encourages that all 1st time applicants (and previous applicants who have not done so in the past three years) attend a workshop prior to submitting a proposal.

About the Commission

The D.C. Commission on the Arts and Humanities is the official arts agency of the District of Columbia. Commission programs support and promote stability, vitality, and diversity of artistic expression in the District. The Commission is assisted in its grants making by advisory panels of respected arts professionals and community representatives who make recommendations to the Commission on grant awards.

Staff Contact:

Jose Dominguez

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D.C. Commission on the Arts
and Humanities
410 8th Street, NW, Fifth Floor
Washington, DC 20004
(202) 724-5613
(202) 724-4135 FAX
(202) 724-3148 TDD
<http://dcarts.dc.gov>

About the City Arts Projects Program

City Arts Projects offer funds for programs that encourage the growth of quality arts activities throughout the city, support local artists, and make arts experiences accessible to District residents. Projects must provide exposure to the arts and arts experiences to the broader community or to persons traditionally underserved or separated from the cultural mainstream due to geographic location, economic constraints, or disability. Eligible projects include, but are not limited to: festivals, concerts, visual arts exhibitions, literary readings, and salary support to enhance cultural diversity among the staffs of arts organizations in the District.

Projects with a primary focus involving youth should apply for funding in the Arts Outreach & Learning: Arts Education Projects Program. It is strongly recommended that applicants dealing with youth consult a staff member prior to applying to discuss the proper grant category in which to apply.



Accessibility Services

Persons needing accessibility accommodations for Commission services and programs may contact the Commission's 504 Coordinator, Mary Liniger, at (202) 724-5613 or (202) 727-3148 TDD to request assistance. A large print or cassette version of this document is available with advance notice. Sign language interpretation is available for Commission workshops and events with two weeks notice.

Anthony Gittens
Executive Director
★ ★ ★

Government of the District
of Columbia
Anthony A. Williams, Mayor

Proveemos asistencia en ESPAÑOL con previo aviso.

The D.C. Commission on the Arts and Humanities is supported in part by the National Endowment for the Arts.

Eligibility

Individuals

Eligible individual applicants are artists, arts professionals (e.g., presenters, producers), educators, and those with experience in community service. Applicants must be residents of the District of Columbia for at least one year prior to the application deadline and maintain residency during the grant period and must be age eighteen or over. Commission funds under this program may not be used for paying tuition. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia.**

Organizations

Eligible arts and community organizations must have their principal place of business in the District of Columbia, have both Federal (IRS) and D.C. tax exemptions for at least one year prior to the deadline date. D.C. tax exemption will be subject to D.C. Department of Consumer and Regulatory Affairs' verification. Organizations must be in good standing as a condition for receiving funding. Commission funds under this program may not be used to fund colleges, universities, or other government agencies. **At least fifty-one percent of applicant's scheduled activities must occur within the District of Columbia.**

Grant Amounts

Projects sponsored by individuals are eligible for grant amounts that range between \$1,000 and \$5,000. There is no matching fund requirement.

Projects sponsored by organizations are eligible for grant amounts that range between \$1,000 and \$30,000. These funds must be matched dollar for dollar, i.e., an organization requesting \$30,000 must document a total of \$60,000 in expenses. In-kind services or other DCCAH grant funds may not be used to satisfy the matching requirement.

Individuals and organizations may submit up to two different City Arts Projects applications. All grants are contingent upon the availability of funds. **Incomplete applications will not be sent to panel for review.**

Notification and Grant Period

All applicants will be notified of grant decisions, in writing, after November 15, 2006. Grants awarded for FY2007 must be spent between October 1, 2006 and September 30, 2007. A Final Narrative Report will be due by October 15, 2007. All former grantees are required to have submitted any outstanding final reports to be considered for funding.

Evaluation Criteria

The following areas will be used to evaluate the application submissions, artistic work samples and other support materials:

- Artistic Merit
- Community Impact
- Level of Participation
- Financial and Managerial Capability

Further details on the evaluation criteria can be found in the 2007 Guide to Grants Booklet, available on the Commission website.

Access and Equal Opportunity

Federal and District of Columbia statutes require all applicants to comply with laws and regulations governing nondiscrimination. These include: Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213) which prohibits discrimination on the basis of disabilities; and the D.C. Human Rights Act of 1977.



City Arts Projects

Application form for **Individuals**

APPLICATION DEADLINE:

Wednesday, May 31, 2006

7:00 p.m.

2007

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES**, COLLATED, BINDER CLIPPED or STAPLED. **Please type.**

THIS IS PAGE ONE OF YOUR APPLICATION PACKET

To complete the following required information, please refer to codes in the Guide to Grants (pages 10-13):

Applicant Legal Status: _____	Applicant Institution Type: _____	Applicant Discipline: _____
Project Discipline: _____	Artist Type: _____	Type of Activity: _____
(use descriptor from pg. 12)		

The Guide to Grants may be found online at <http://dcarts.dc.gov>

Applicant's Legal Name: _____

Applicant's Professional Name: _____
(if different than legal name)

Address #1: _____ **D.O.B.:** _____ **(Include S.S. # on your W-9 form – REQUIRED)**
(P.O. Box Not Accepted)

Address #2: _____ **Phone #** _____ **Fax #:** _____

Washington, DC Zip Code: _____ **Ward #** _____

Telephone/day _____ **Telephone/eve:** _____ **Fax :** _____
Email _____ **Website** _____

PROJECT SUMMARY (Use the space below, do not photo reduce. Begin your sentence with "The funds will support.")

Project is located in Ward(s) _____
Project Budget: \$ _____ **Amount Requested:** \$ _____

Number of artists participating _____

Number of individuals benefiting (including audience) _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE CAP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your completed checklist with the application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ **DATE** _____

CAP
2007

City Arts Projects

Application form for **Organizations**

SUBMIT: ONE ORIGINAL PACKET (the signed application form and its attachments) and **10 COPIES, COLLATED, BINDER CLIPPED or STAPLED. PLEASE TYPE..**

THIS IS PAGE ONE OF YOUR APPLICATION PACKET

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To complete the following required information, please refer to codes in the Guide to Grants (pages10-13):

Applicant Legal Status: _____ Applicant Institution Type: _____ Applicant Discipline: _____
Project Discipline: _____ Artist Type: _____ Type of Activity: _____
(use descriptor from pg. 12)

The Guide to Grants may be found online at <http://dcarts.dc.gov>

Organization's Legal Name: _____

Address #1: _____ **DC Tax Exempt #** _____ **Federal ID #** _____
(P.O. Box Not Accepted)

Address #2: _____

Washington, DC Zip Code: _____ **Organization Ward # :** _____

Organization Contact: _____

Contact Telephone: _____ **Fax:** _____ **Email:** _____

Project Director _____ **Project Director Title:** _____

Project Telephone _____ **Email** _____

Website/URL _____

Date Founded _____ **Date Incorporated** _____ **2006 Income** _____ **2006 Expenses** _____

PROJECT SUMMARY (Use the space below, do not reduce. Begin your sentence with "The funds will support.")

Project is located in Ward(s): _____

Project Budget: _____ **Amount Requested** _____

Number of participating artists _____ **Number of individuals benefiting (inc. audience)** _____

Work sample submitted (i.e., 10 slides, 1 videotape) _____

PLEASE ATTACH THE ITEMS ON THE CAP CHECKLIST TO THE APPLICATION FORM

Collate in the exact order of the checklist. Use 8 1/2" X 11" sheets. Include your checklist with the application

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

SIGNATURE _____ **DATE** _____

CAP

2007

Project Budget

PERSONNEL

Administrative _____

Artistic _____

Technical Production _____

REVENUE

Admissions _____

Contract Services _____

Other _____

OUTSIDE FEES AND SERVICES

Artistic _____

Other _____

Space Rental _____

PRIVATE SUPPORT

Corporate _____

Foundation _____

Other _____

TRAVEL

GOVERNMENT SUPPORT

Federal _____

Regional _____

Local* _____

MARKETING

OPERATING EXPENSES

Equipment _____

Supplies _____

Utilities _____

Disability Access _____

Other _____

APPLICANT CASH

SUBTOTAL

GRANT AMOUNT
REQUESTED

TOTAL EXPENSES

(Must Match Total Income)

TOTAL INCOME

(Must Match Total Expenses)

*Anticipated proceeds from this application should not be included in this line, but under Grant Amount Requested.

Notes:

- Provide a detailed project budget narrative. Break out and explain all line items in the project budget.
- Use up to one page.
- Purchase of equipment costing \$500 or more per unit with the life expectancy of two years or more is not allowable.

Specific Submission Requirements by Discipline

In addition to the requirements listed on the application forms, all applicants are required to submit artistic work samples up to two years old for the evaluation of artistic merit. If applicant has conducted similar projects in the past two years, it is recommended, if applicable, to include samples of participants' works (for example, samples of artwork created by participants of a visual arts workshop).

- **VISUAL ARTS AND CRAFTS:** Individuals submit 10 slides or digital images in slide show format of at least five different works. Organizations submit 20 slides or digital images in slide show format of different works. Include 8 copies of a slide identification sheet listing the applicant and artist name, title, medium, size and date of completion of each work.
- **DANCE:** Up to two videotapes of performances.
- **INTERDISCIPLINARY/PERFORMANCE ART:** (Individuals only) Up to 10 slides with 10 copies of a slide identification sheet, or two audio/video tapes, or a combination of items, demonstrating the integration of disciplines in your work.
- **LITERATURE:** 10 copies of five works. If submitting excerpts, provide synopsis.
- **MEDIA (FILM/VIDEO/RADIO):** Up to two audio/video tapes of completed work or work-in-progress, and 10 copies of a one-page treatment of each work.
- **MULTIDISCIPLINARY:** Work samples demonstrating artistic excellence in at least two artistic disciplines. Work samples must conform to the requirements for each discipline.
- **MUSIC:** Up to two selections (audio/video tapes or cds.) Composers and arrangers should also submit related scores or lead sheets.
- **THEATER:** Individuals submit samples that could include videotape of contrasting monologues, 10 slides of productions with 10 copies of slide identification sheet, audiotape of sound design, or 10 copies of a concept statement (1-3 pages) of a recently directed play. Playwrights submit 10 copies of a play and a one-page synopsis. Organizations submit 10 copies of up to four representational programs or playbills.

See page 14 of the Guide to Grants (available on the Commission website) for additional information on submitting work samples

Information

For more information please call:

(202) 724-5613 (voice);

(202) 727-4135 (fax);

(202) 727-3148 (TDD)

Visit our home page:

<http://dcarts.dc.gov>

or contact us by e-mail at: dcart@dc.gov

The Commission also offers individual artist fellowships and general operating support grants to D.C. arts organizations through the Grants-in-Aid Program. For guidelines please call the number above.

Application Checklist - Organizations

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.

THIS IS PAGE TWO OF YOUR APPLICATION PACKET

For detailed instructions, see pages 9-15 of the Guide to Grants (which can be found on the Commission website)

All Applicants Include:
<input type="checkbox"/> Application Form (as pg. 1 of your application packet) <input type="checkbox"/> This Checklist (as pg. 2 of your application packet) <input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned.
<input type="checkbox"/> Project description of up to two pages. Describe the goals of project and how project will impact and serve the community. State project location(s), identify your target audience, and describe how audience/participants will be informed/recruited. Include methods of assessment and evaluation.
<input type="checkbox"/> A schedule of planned activities for the grant period. Use up to one page. The planned activities must support the goals of the project.
<input type="checkbox"/> Describe experience of applicant in coordinating similar arts projects. FY '05 grantees should briefly list the accomplishments for the grant period. FY '06 grantees should also give a brief update on their current project. Provide supporting documentation as appropriate. Use up to one page.
<input type="checkbox"/> Project budget (fill form on pg. 5) and a budget narrative (up to one page) explaining all items, income and expenses.
<input type="checkbox"/> Describe organization's accessibility services and how the proposed project will be made accessible for participants with disabilities. Refer to page 15 of the Guide to Grants (found on the Commission website) for more information. Use up to one page.
<input type="checkbox"/> List of current board members and their occupations.
<input type="checkbox"/> Resumés of key project personnel. <u>Biographical sketches are not acceptable.</u> Up to two pages per resumé.
<input type="checkbox"/> Letters of agreement from the project site(s) stating its support of this project, if applicable.
<input type="checkbox"/> Additional printed support materials (six items maximum), e.g., letters of support, reviews, and programs.
<input type="checkbox"/> 2005 financial statement signed by organization's accountant or fiscal officer. If 2005 is not available submit 2004.
<input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)

**ALSO PROVIDE ONE COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL
PACKET**

- ☐ Work sample, as defined on page 6 and stamped envelope for return of work sample.
- ☐ Your organization's IRS Letter of Determination and D.C. Tax Exempt Certificate.
- ☐ A self-addressed stamped envelope with proper postage for return of work sample.
- ☐ A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website
- ☐ Optional Survey (see page 9 of the grant application)

CAP 2007

Application Checklist - Individuals

Applicant Name: _____

BE SURE TO ATTACH A COMPLETED COPY OF THIS CHECKLIST TO EACH APPLICATION PACKET.
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THIS IS PAGE TWO OF YOUR APPLICATION PACKET

All Applicants Include:
<input type="checkbox"/> Application Form (as pg. 1 of your application packet) <input type="checkbox"/> This Checklist (as pg. 2 of your application packet) <input type="checkbox"/> A self-addressed, stamped mailer if you want your work sample returned.
<input type="checkbox"/> Project description of up to one page. Describe goals of project and how it will impact and serve the community. State projects location(s), identify the target audience and describe how audience/participants will be informed/recruited. Include how your program will be made accessible to persons with disabilities. Include methods of assessment and evaluation.
<input type="checkbox"/> A schedule of activities planned for the grant period. Use up to one page.
<input type="checkbox"/> A schedule of activities planned for the grant period. Use up to one page.
<input type="checkbox"/> Describe experience of applicant in coordinating similar arts projects. FY'05 grantees should briefly list the accomplishments for the grant period. FY'06 grantees should also give a brief update on their current project. Provide supporting documentation as appropriate. Use up to one page.
<input type="checkbox"/> Project budget (fill out the form on page 5).
<input type="checkbox"/> Project budget narrative. Break out and explain all line items in the project budget. Use up to one page.
<input type="checkbox"/> Résumés of key project personnel. Biographical sketches are not acceptable. Up to two pages per résumé.
<input type="checkbox"/> Letters of agreement from the project site(s) stating its support of this project, if applicable.
<input type="checkbox"/> Work Sample Description: A brief description of the work sample submitted (slide identification sheet, treatment, synopsis, etc.)
<p>ALSO PROVIDE <u>ONE</u> COPY OF THE FOLLOWING ATTACHED TO THE TOP, ORIGINAL PACKET</p> <input type="checkbox"/> Work sample , as defined on page 6 and stamped envelope for return of work sample. <input type="checkbox"/> A copy of Form W-9 (Request for Taxpayer Identification Number and Certificate); available on the Commission website <input type="checkbox"/> Optional Survey (see page 9 of the grant application)

Grantee Information – OPTIONAL SURVEY

The D.C. Commission on the Arts and Humanities is requesting the following demographic data to comply with the agency's annual reporting as requested by the National Endowment for the Arts from all state arts agencies.

The information provided will in no way impact on any decision (funding or otherwise) regarding your project, organization, or proposal.

This form is optional, and the D.C. Commission on the Arts and Humanities respects the rights of any and all individuals who elect not to provide this additional requested material.

Project Descriptors

Project Descriptors: Check off one or more of the following "descriptors" if it applies to a significant portion (50% or more) of the grant activities. Leave lines blank if none apply.

Accessibility: _____
International: _____
Presenting/Touring: _____
Technology: _____
Youth at Risk: _____

Arts Education: Please indicate the extent of Arts Education activities (if any) accomplished by this project. Leave lines blank if none apply.

Less than 50% of project activities are arts education directed to		50% or more of project activities are arts education directed to	
A. K-12	<input type="checkbox"/>	A. K-12	<input type="checkbox"/>
B. Higher Education	<input type="checkbox"/>	B. Higher Education	<input type="checkbox"/>
C. Pre-kindergarten	<input type="checkbox"/>	C. Pre-kindergarten	<input type="checkbox"/>
D. Adult learners	<input type="checkbox"/>	D. Adult learners	<input type="checkbox"/>

Racial Characteristics

Using the chart below, check the ONE box that best represents 50% or more of the racial make-up of your organization's staff, board, general programs and audience.

	Staff	Board	Audience	General Programs
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Black/African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic/Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Indian/Alaska Native	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native Hawaiian/Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No single group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>